



## Family and Community Engagement Center

703 S. New St.  
Champaign, Illinois 61820

Telephone: (217) 351.3722

Dear Prospective Volunteer,

Thank you for your interest in becoming a volunteer for the iRead • iCount® Program at Unit 4 schools. There are a few things we need from you to ensure your experience is enjoyable and to protect our students' safety and welfare.

Unit 4's volunteer application and background check process is now completely online and uses the Raptor Technologies platform. If you are unable to complete an online application, please contact Cheryl Barringer at [ireadcount@champaigncounty.org](mailto:ireadcount@champaigncounty.org), and she will help you complete the application.

**The following process must be completed before you can begin your volunteer experience:**

**1. Complete the Volunteer Application, Background check Disclosure and Authorization Form and BHR Screen by:**

- **September 4, 2025, for the Fall 2025 iCount Program.**
- **January 30, 2026, for the Spring 2026 iRead Program. (only if the application process was not completed for the Fall 2025 iCount Program)**

This form provides Unit 4 with your information and authorizes us to conduct a background check.

All volunteers must successfully complete a criminal background check prior to beginning their volunteer experience. For most of you, a name-based check is conducted. (If a fingerprint-based check is needed, we will contact you.) The cost of the background check will be covered by the district. Everyone will need to complete a new background check, even if you have cleared a background check for Unit 4 in the last year. This new background check will be in effect for the next twenty-four months.

Please note that Unit 4 contracts with Bushue Background Screenings to conduct the background checks for this program. Bushue operates under the Fair Credit Reporting Act (FCRA) and is required to provide you with notice of this, but a traditional credit check is not performed as part of the Unit 4 volunteer process.

**2. Sign up for Your Volunteer School/Day/Time Online.**

Once you have been cleared and accepted to participate, Unit 4 staff will send you a letter with more participation details, including the link to the online sign-up link.

**3. Attend the Mandatory Training Orientation Session**

Volunteers will need to sign up for a training session when they are signing up for their volunteer times at the schools. A separate training session sign-up option will be on the main sign-up page in addition to the school sign-up options. Training sessions will allow volunteers to learn about the tool kits and different educational activities to be used when working with your students. Champaign Unit 4 math or literacy specialists will conduct these training sessions. You will also need to attend one of two orientation sessions offered at the school you have chosen. Please contact the volunteer coordinators at your school to schedule which session you will attend. *If you have previously volunteered for iCount you do not need to attend the iCount training again. If you have previously volunteered for iRead you do not need to attend the iRead training again. If you are volunteering at the same school, you will not need to attend the orientation program.*

Please note, once you are registered for the iCount Program in the fall of 2025, you will automatically be sent sign-up information (school choice and time) for the following three semesters of the iRead • iCount® Program. If you don't wish to participate in the Spring 2026 iRead Program you can contact either Cheryl Barringer or myself to let us know, or just don't sign up for volunteer timeslots.

If you have any questions about any information regarding this program or application process, please feel free to contact me at 217-351-3722 or email [smithLa@u4sd.org](mailto:smithLa@u4sd.org). We look forward to seeing you in our schools and appreciate your interest in helping our students.

Sincerely,

A handwritten signature in cursive script that reads 'Lauren L. Smith'.

Lauren Smith  
Community Outreach Coordinator

**Directions for Completing Step 1: Complete online Volunteer Applications and online BHR Screening:**

1. Please go to the **Getting Involved** section of the Unit 4 webpage:  
<https://www.champaignschools.org/page/getting-involved>
2. Click on the "Volunteer Application" link which is on the left side of the page. Please note: The application must be completed in one sitting, it cannot be partially completed and saved to complete later. However, it does not take long to complete.
3. Please complete the volunteer application as directed and make sure you do the following:
  - a. Choose "Classroom or Event Volunteer" as the function.
  - b. Choose "iRead iCount" as the organization.
  - c. Choose "LIFT" as the building where you will be volunteering. (This will be changed to the school where you will be working with students once you choose your building and volunteer times. The building information will be changed for you by a Unit 4 employee.)
4. Please sign your application/request for Bushue background check by writing your signature on a line. On a laptop computer, you will do this with the mouse. On a smartphone, you will do this with your finger.
5. Please complete the background check by clicking on the online link that will be emailed to you by Unit 4 after the application is submitted.